

QUALIFICATION STANDARDS OPERATING MANUAL

Qualification Standard for Positions Requiring Collateral Correctional Skills

This qualification standard covers positions located in the Bureau of Prisons or a similar correctional institution or facility confining criminal offenders and/or persons awaiting trial or sentencing for felony charges. These positions have collateral correctional duties and responsibilities for the on-the-job training, supervision, guidance, and incarceration of inmate workers in combination with the primary duties and responsibilities of the employee's occupation.

BASIC REQUIREMENTS

Applicants must meet the minimum requirements in the qualification standard for the occupational series and grade level to which their position is classified, without regard to augmented grade levels for the required correctional skills.

COLLATERAL REQUIREMENTS

In addition to meeting the basic requirements, applicants must have demonstrated (either in their background or in a selection interview) that they possess, or have the potential to develop, the qualities necessary for the effective supervision and guidance of inmate workers. These qualities include the ability to:

- Motivate, train, and work effectively with people of differing backgrounds and behavioral patterns.
- Communicate effectively with others, both orally and in writing.
- Accomplish the quantity and quality of work required.
- Plan and carry out assignments effectively.
- Reason soundly and think out practical solutions to problems.
- Pay attention to detail.
- Remain calm and retain poise and self-confidence, particularly under stress.

These qualities may have been demonstrated in work such as:

- Social case work.
- Classroom teaching or instructing.
- Responsible rehabilitation work, e.g., in an alcoholic rehabilitation program.

- Supervision of planned recreational activities.
- Community action program work.
- Interviewing and counseling work.
- Management of, or supervising work in, a business or other organization that included personnel management responsibilities in addition to directing work performance.
- Sales work that was not limited to taking and filling orders.

SELECTION INTERVIEW

Prior to appointment, applicants may be required to appear for an interview to determine whether they possess the qualities and abilities necessary to perform the correctional duties of the position. The interview will also serve to acquaint applicants with further details about the position and the surrounding environment.

If applicants do not demonstrate the essential qualities and abilities required for successful performance of the correctional duties, they will be found ineligible for positions with these duties. Such applicants will not be considered for appointment to positions that require correctional skills.

MEDICAL REQUIREMENTS

Applicants must be capable of efficiently performing the duties of the position, and be free from any medical condition that is likely to affect their ability to perform safely the full range of duties required for the position. Because the performance of duties requires day to day contact with convicted felons and/or persons awaiting trial or sentencing for felony charges, candidates must also possess emotional and mental stability. Also, the duties of the position require moderate to arduous physical exertion involving prolonged walking and standing, and the restraint, apprehension, or physical control of inmates in emergency situations. Height and weight must be such that they do not hamper the effective performance of the required duties.

Good distant vision in one eye and ability to read printed material the size of typewritten characters are required, corrective lenses permitted. Ability to hear the conversational voice, with or without a hearing aid, is

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required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of a prosthesis, provided that the use of any prosthesis is not likely to

affect job performance adversely. On a case by case basis, it will be determined whether the disability will qualify/disqualify the candidate for employment.

A medical examination is required prior to appointment.